

## 2 FastLane Research Administration Module Overview

### **Access Research Administration Module**

Accessing the Research Administration Module is a six-step process that is listed below.

1. Users with Research Administration permissions in registered FastLane organizations can access the following Research Administrative functions:
  - Accounts Management
  - Proposals/Supplements/File Updates/Withdrawals
  - Award Letters
  - Forwarded/Submitted Revised Budgets
  - Notifications & Requests
  - Organizational Reports
  - Project Reports
  - Authorized Organizational Representative Functions

If your organization is not registered in FastLane, it can be registered by using the **New Organization and FastLane Contact Registration** link available on the FastLane website.

2. When your organization is registered, a FastLane Contact is named and given a password. The FastLane contact is responsible for adding all those who need to access FastLane: Principal Investigators (PIs), research assistants, college and department business officers and support staff. Permissions are also given to those who must work in either Research Administration or Financial business functions.

The organization's FastLane Contact person or any user in the organization who has the **Add User** permission can access FastLane's Research Administration module to add other members of their organization as FastLane users. The Research Administration module in FastLane can be accessed via the FastLane homepage (<https://fastlane.nsf.gov>). (Figure 1)

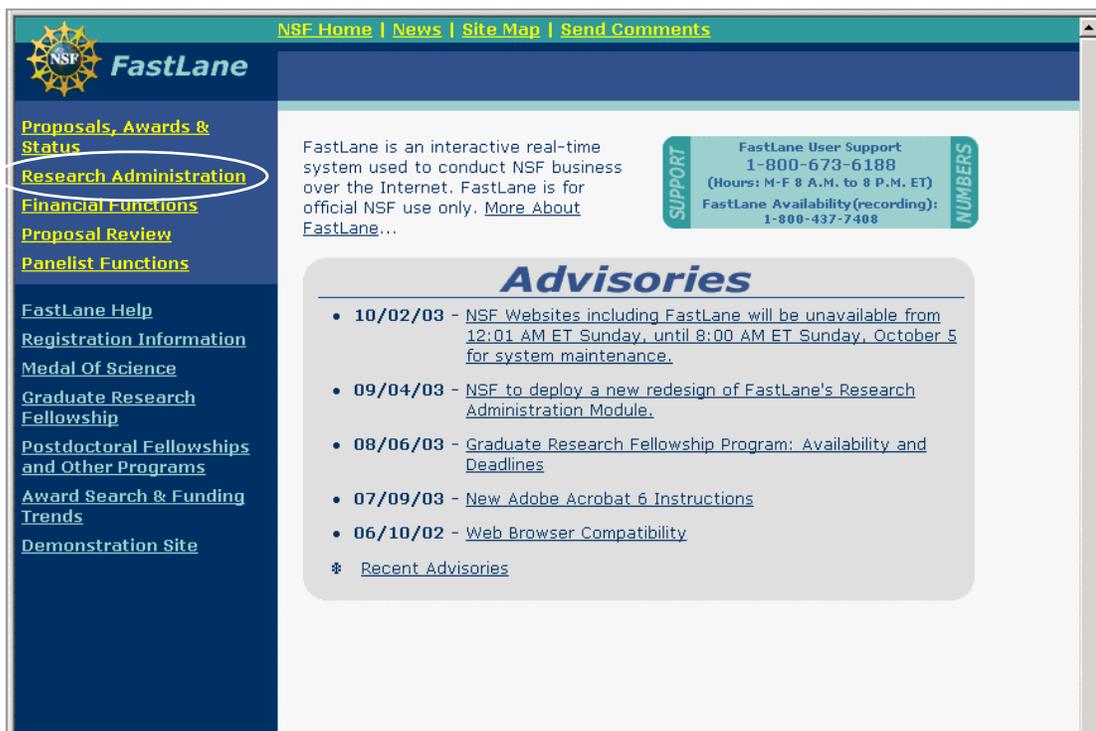


Figure 1. FastLane Homepage Main Screen

3. Select **Research Administration** from the FastLane homepage main screen (Figure 1). The **Research Administration Login Screen** (Figure 2) appears.

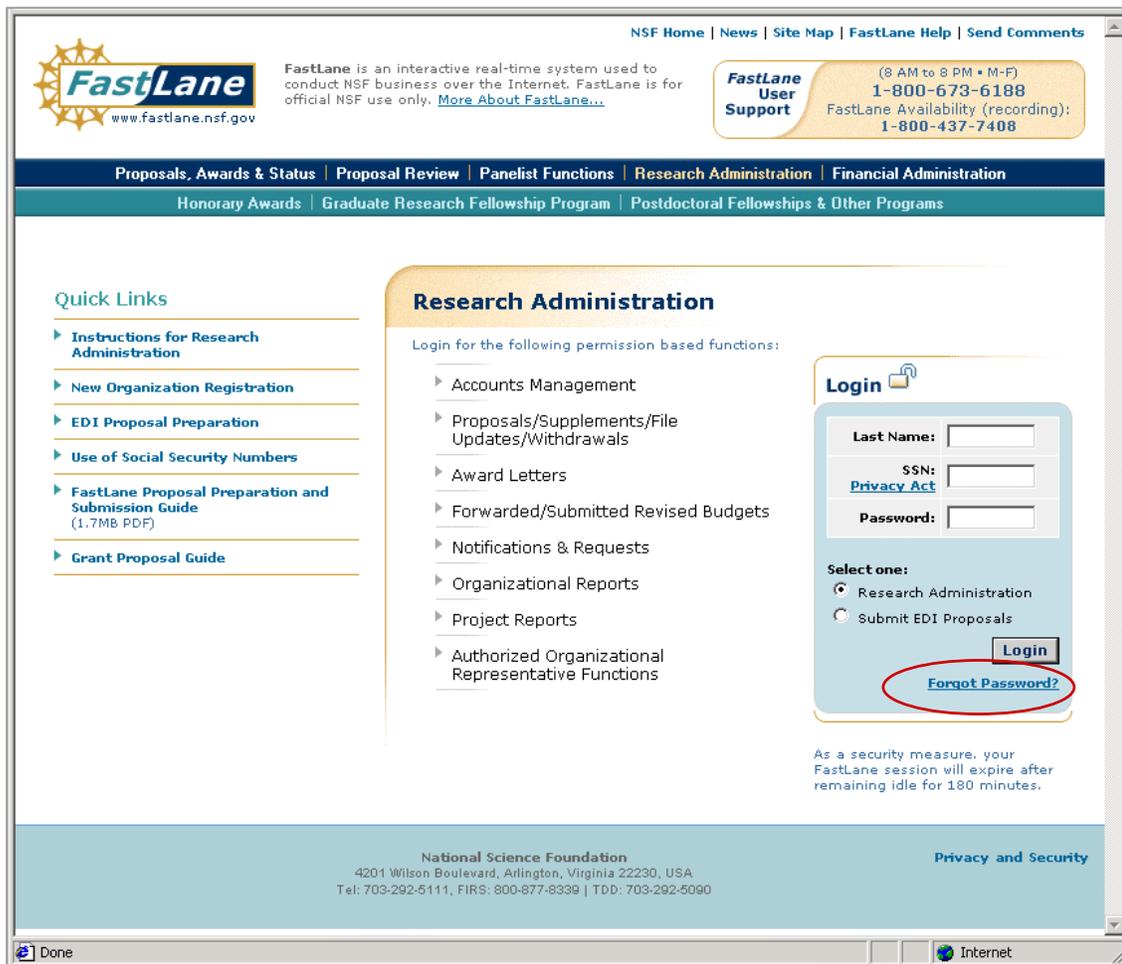


Figure 2. Research Administration Login Screen

4. In Figure 2, log in by entering the following information:
  - a. Enter Last Name, Social Security Number (SSN), and password.
  - b. Click **Login**.

5. *If you login to FastLane for the first time*, and your Last Name, Social Security Number (SSN), and password match the information stored in FastLane, you will be required to change your password. The **Change Your Password Screen** (Figure 3) will be displayed.

The screenshot shows a web browser window displaying the 'Change your password' screen. At the top left is the 'FastLane Research Administration' logo. The top right contains navigation links: 'NSF Home | News | Site Map | GPG | GPM | Send Comments | FastLane Help | Logout'. The main content area is a light gray box with a teal header that says 'Change your password'. Below the header, a message reads: 'Please change your password. The password given by SPO needs to be changed before you can login. [Password Requirements](#)'. There are two text input fields: 'New Password:' and 'Confirm Password:'. Below these fields are two buttons: 'Change Password' and 'Cancel'. The footer of the page is a light blue bar with the text: 'National Science Foundation', '4201 Wilson Boulevard, Arlington, Virginia 22230, USA', 'Tel: 703-292-5111, FIRS: 800-877-8339 | TDD: 703-292-5090', and a 'Privacy and Security' link. The browser's status bar at the bottom shows 'Done' and 'Internet'.

**Figure 3. Change Your Password Screen**

- a. Enter a different password (other than the one initially assigned) twice before the login process is complete.
- b. The password must be six to twenty characters long and must contain at least one alphabetic and one numeric character.
- c. The Research Administration In Box Page (Figure 4) will appear.

Or

*If you login as a return FastLane user*, and your Last Name, Social Security Number (SSN), and password entries match the information stored in FastLane, the Research Administration In Box Page (Figure 4) will appear.

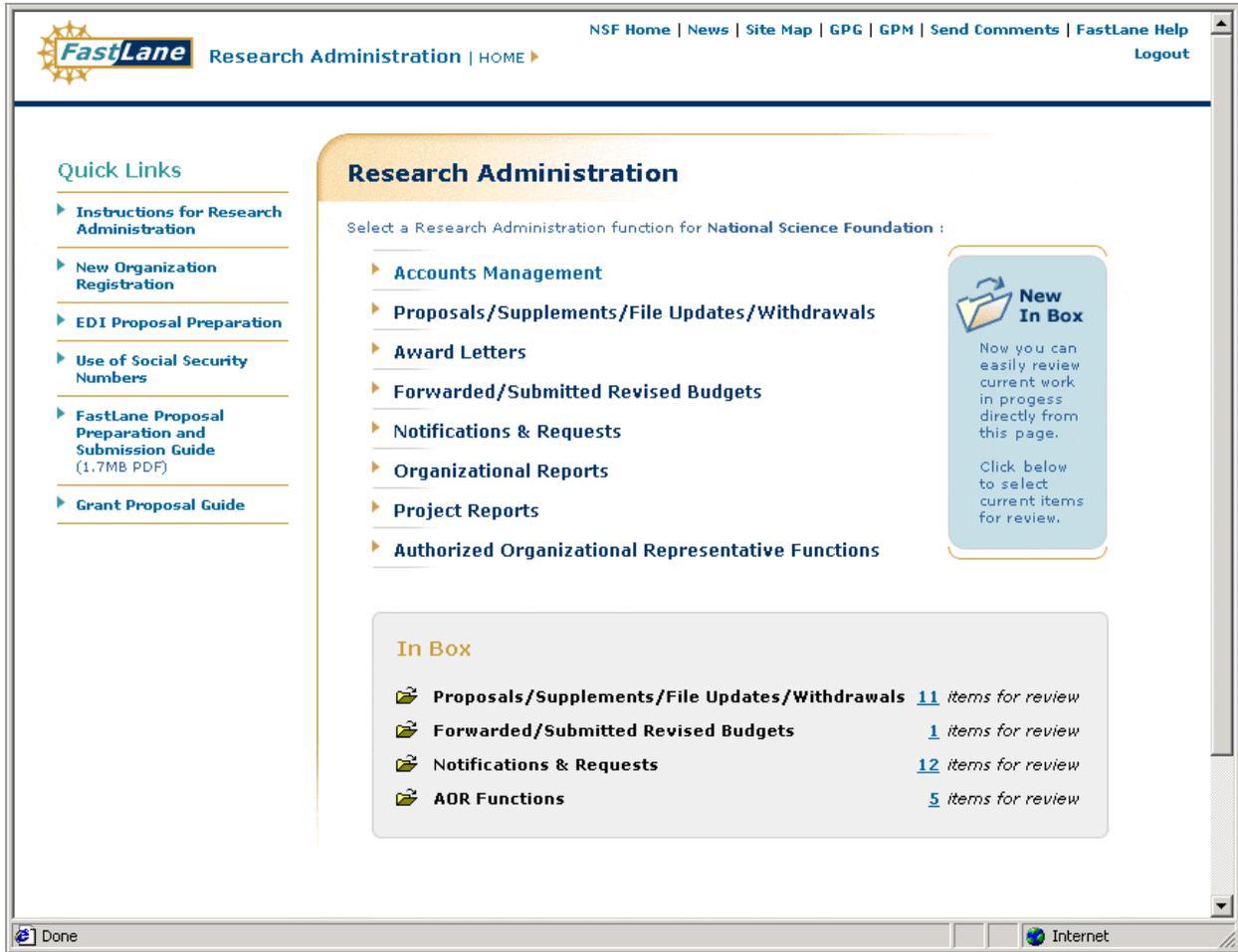


Figure 4. Research Administration In-Box Page

6. If your Last Name, Social Security Number (SSN), and password entries do not match the information stored in FastLane, an error message will be displayed, stating that an invalid combination has been entered. Verify the login data and reenter it.
7. If you are a return FastLane user, and you have forgotten your password, click on the **Forgot Password** link (circled in Figure 2).
  - a. The *FastLane Password Reset Screen* (Figure 5) will appear.
  - b. Enter your SSN, last name, and e-mail address.
  - c. Click **login**.
  - d. Your password will be sent to you via e-mail.

NSF FastLane

Home News Comments nsf.gov

### Password Reset

Social Security Number:  [Privacy Act](#)

Your Last Name:

E-Mail:

Note: Self-reset of passwords by Financial Administrators and Financial Users is not allowed due to tighter security requirement. If you are a Financial Administrator or a Financial User, please contact appropriate person in your Sponsored Research Office who has password reset authority to reset your password for you.

[FastLane Site Map](#)

**National Science Foundation**  
4201 Wilson Boulevard  
Arlington, Virginia 22230, USA  
Tel: 703-292-5111  
FIRS: 800-877-8339 ~ TDD: 703-292-5090

Last Modified:  
May 22, 2001 (RG)

Figure 5. FastLane Password Reset Screen

## Research Administration Functions

The following Research Administration functions are available to FastLane users, provided the user has the appropriate permissions.

- **Accounts Management.** The Accounts Management module consists of the Fast Lane user’s user account and their organization information features. These features include:

| User Account Features  | Organization Information Features                               |
|--|---|
| View and Modify User Profile, Create Password, View Principal Investigator (PI) Profile, Assign User Permissions, Assign Financial Permissions | Organization Information, Request Change of Organizational Name |

These features are available to users who have permissions to update user information and revise and review the organization’s information. The user can request a change to the organizational name in Research Administration application.

- **Proposals/Supplements/File Updates/Withdrawals.** This module provides the Research Administrator the ability to review, submit, or withdraw proposals, supplements, file updates to NSF. Within the Proposals/Supplements/File Updates/Withdrawals module, the users will be able to check, edit, submit, and return to PI documents in progress as well as view and search documents submitted to NSF. Details of each type can be displayed through this section, and the entire proposal can be printed from this area.
- **Award Letters.** This function provides users with the ability to view active and expired award letters and amendments letters.
- **Forwarded/Submitted Revised Budgets.** This module provides users the ability to view the revised budgets that were forwarded by the PI or submitted by the Sponsored Projects Office (SPO). The forwarded budgets can be edited, refreshed, or submitted. All of the previously submitted revisions can be viewed and printed from this section.
- **Notifications & Requests.** This module provides users the ability to view the notifications and requests forwarded by the PI, submitted by the SPO, and view the status. From this section notifications and requests can be modified, returned to PI, submitted to NSF or deleted. Users can prepare notifications and requests.
- **Organizational Reports.** The Organizational Reports section provides the capability to list reports of active awards and proposals. The search functionality provided in this section provides users, for that organization, the ability to look for the specific information in the reports.
- **Project Reports.** The Project Report section is where the annual progress reports, final project reports, and interim reports can be accessed based on the different search criteria.

- **AOR Functions.** The AOR Functions allows the Authorized Organizational Representative to electronically sign proposals/supplements and other documents.

## In Box

The In Box (Figure 5) provides users with permissions with a direct link to current work in progress that requires the attention of the logged in user from the Research Administration homepage. Depending on his/her permissions, the user can view some or all of the following features in the inbox:

- Proposals/Supplements/Files/Updates/Withdrawals
- Forwarded/Submitted Revised Budgets
- Notifications and Request
- AOR functions

The In Box feature also displays the number of documents available in each of these features.



Figure 6. In Box for Research Administration

 The Folder icon is used to select the different work in progress documents through the In Box.

To access the function directly from the In Box:

1. Select  to load the corresponding function screen.

Or

2. Select the number link to access the same information.